

JAN Releases Employment Guide



The **Job Accommodation Network (JAN)** has developed a new **Employment Guide** for individuals with Disabilities. **JAN**, a free service of the Office of Disability Employment Policy (ODEP), works to identify job accommodations and provide technical assistance on the employment provisions of the **Americans with Disabilities Act (ADA)**. The Employment Guide was developed for people with disabilities looking for employment and provides a four-step process with information, tools, and resources that can be used to help people find the right job.

The first section of the guide is designed to help the person assess his or her knowledge, skills, and abilities, while providing an overview of where to find a job, how much specific jobs pay, and what jobs are expected to be in demand. This section also contains information about job training, working from home, and developing a small business.

The second section lists federal and state programs that help individuals find employment, including:

- state vocational rehabilitation agency,
- the Social Security Administration's Ticket-to-Work program,
- the federal government selective placement program, and
- the local One-Stop Disability Navigator.

This section also lists on-line resources, such as general and disability-related job banks.

The third section focuses on assisting people with interview preparation, and includes information about applying for a job, preparing for an interview, and completing an interview. It provides general information on how to develop a resume, following-up after an interview, and addressing disability-specific questions during a job search.

The last section includes strategies to assist people to be successful at their new job, and provides information on how to request a job accommodation, as well as links to publications explaining accommodations for specific disabilities. This section also includes information on career advancement and growth.

The Employment Guide is available online at <http://www.jan.wvu.edu/job/>